

USAG Schweinfurt/Leighton  
Army Family Action Plan (AFAP) Issue Form



Have a VOICE! Make that CHANGE!

**AFAP IT!**



**Title :** (Tell us what the problem/issue/concern is – use a few words to describe it)

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**Scope:** (Tell us about the issue; why it's a problem; who it affects)

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**Recommendations:** (what to do to fix it)

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If you would like to receive follow-up information concerning issues, or if you would like to serve as a volunteer at the 2007 AFAP Conference (Feb 27 – Mar 1), please complete the information below.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Delegate ☐ Facilitator ☐ Recorder ☐ Transcriber ☐

Subject Matter Expert ☐ Support Staff ☐ Administrative Assistant ☐

### Issue Paper Guidelines

**AFAP issues contain three sections: title, scope and recommendations. Someone reading your issue should understand what is the problem, why it's a problem, and what will fix the problem.**

**Title:** The issue title is a short summary of the issue. It is not a sentence. *Example:* "Tuition Assistance for Overseas Spouses" **not** "Spouses Overseas Have Limited Access to Scholarships"

**Scope:** The Scope is a clear and concise paragraph about the issue. The Scope identifies **one** problem, not several. It is three or four sentences in length. The first sentence states the problem; the middle sentences provide facts or additional information; and the last sentence says why the issue is important.

**Recommendation:** Recommendations tell **what** you want to happen – the end product that will resolve this issue. Recommendations always start with a strong action verb (e.g., Strong verbs: provide, conduct, develop, build, fund; Weak verbs: consider, seek, ensure) Each recommendation must relate to the problem identified in the Scope. If recommendations address a different topic, then submit another issue paper. Issues are limited to 3 or fewer recommendations. *Example:* "Develop a tuition assistance program for overseas spouses." **not** "Spouses should get financial aid in areas where they have limited scholarships or employment."

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Army Community Service  
CMR 457  
APO, AE 09033

**DOD Official Intra-Theater Mail**

**Commander, USAG Schweinfurt/Leighton**  
**ATTN: Army Community Service (ACS)**  
Army Family Action Plan (AFAP) Program Manager  
Ledward Barracks, Bldg. 242 CMR 457  
APO, AE 09033 (Germany)

Just drop in any U.S. Mailbox or return to ACS

Issue Drop Boxes are also located at your Schweinfurt/Leighton ACS, your local Yellow Ribbon Room, your local Library, and the Ledward Commons area.